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Tender

## Referral Agent for Learning Programmes

capitalEsourcing  
Westminster City Council

F02: Contract notice  
Notice identifier: 2024/S 000-020620  
Procurement identifier (OCID): ocds-h6vhtk-047b25  
Published 5 July 2024, 2:13pm

### Section I: Contracting authority

#### I.1) Name and addresses

capitalEsourcing  
64 Victoria Street London  
London  
SW1E 6QP

#### Contact

Ronny Tigere

#### Email

[rtigere@westminster.gov.uk](mailto:rtigere@westminster.gov.uk)

#### Country

United Kingdom

#### Region code

UKI32 - Westminster

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.capitalesourcing.com>

**I.1) Name and addresses**

Westminster City Council

64 Victoria Street

London

SW1E 6QP

**Contact**

Ronny Tigere

**Email**

[rtigere@westminster.gov.uk](mailto:rtigere@westminster.gov.uk)

**Telephone**

+44 07447910596

**Country**

United Kingdom

**Region code**

UKI32 - Westminster

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.capitalesourcing.com>

**I.2) Information about joint procurement**

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

Not Applicable

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.capitalesourcing.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.capitalesourcing.com>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.capitalesourcing.com>

**I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Referral Agent for Learning Programmes

Reference number

P147

#### **II.1.2) Main CPV code**

- 80420000 - E-learning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The scope of this procurement is to identify a provider who can market Westminster Adult Education Services Level 2 and Level 3 Distance Learning courses across the GLA region and Non-Devolved EFSA regions. The agent will be required to conduct initial assessment and obtain credible evidence on potential learners and support eligible learners with enrolment via WAES website.

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 75121000 - Administrative educational services
- 80310000 - Youth education services
- 80420000 - E-learning services
- 80430000 - Adult-education services at university level

### **II.2.3) Place of performance**

NUTS codes

- UKI32 - Westminster

Main site or place of performance

As the Crow flies from the borough of Westminster

### **II.2.4) Description of the procurement**

The procurement is expected to cover level 2 and 3 courses across a range of disciplines , there is flexibility to add or reduces courses being offered at the discretion of the authority. The authority may decide to increase or decrease the courses offered at level 2 or level 3 based on demand and funding availability. The agent must be flexible to adapt to changing demand by the authority.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £300,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

**II.2.14) Additional information**

The authority reserves the right to abandon the procurement process where it has established the proposals submitted do not deliver value for money or for any other reason giving justification to abandon the procurement process. The authority reserves the right to reject any tenders that scores less than satisfactory or less than 3 to any key questions in the award criteria.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The agents that will be evaluated are those with specific sector experience as per specification brief

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

As per ITT documents

Minimum level(s) of standards possibly required

As per ITT document

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

As per Tender documents

Minimum level(s) of standards possibly required

As per tender documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As per tender documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 August 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

5 August 2024

Local time

12:05pm



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Any variation to this contract will be treated inline with the contract variation clauses and reference to PCR (2015) regulation 72 may apply. Where the authority seeks to rely on regulation 72, it will seek legal advice from its internal team of solicitors and principle of change control will apply in effecting any change to the agreed contract. The contract will be delivered as a 3 year contract with break clauses after year 1 and 2.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Royal Courts of Justice Strand

Edmund Street London

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice Strand

Edmund Street London

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Contracting Authority will apply a 10 day mandatory standstill before the contract is awarded to allow unsuccessful tenderers to appeal any decision, and if this happens during standstill, the award of contract contract will not progress beyond the Alcatel letter until all issues regarding the appeal have been resolved

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Westminster City Council Westminster City Hall 64 Victoria Street London London SW1E 6QP

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London

SW1E 6QP

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